



How to Ask the Court for a Fee Waiver (*In Forma Pauperis*/IFP)

Who may qualify for a Fee Waiver?

People who receive public assistance or who cannot afford to pay court fees may ask the court for a Fee Waiver (*IFP*.)

How can a Fee Waiver help me?

If the judge approves your Fee Waiver, you won't have to pay to file your court forms, and the judge might waive other fees.

How do I ask for a Fee Waiver?

You must fill out a form called ***Affidavit for In Forma Pauperis***, and then take it to the court with proof of your financial need. *I-CAN!* has the Fee Waiver forms you need. Simply answer the questions and then print your forms. Do **NOT** sign the *Affidavit* until you are in front of the court administrator or a notary.

IMPORTANT! You must tell the truth on your *Affidavit*. If you don't, the Court can fine you.

What do I do next?

1. Go to the Courthouse and take these things with you:

- ☐ Your **original** *Affidavit for In Forma Pauperis* — **do not sign it yet!**
- ☐ The proposed Order for *In Forma Pauperis*
- ☐ The court forms for the case you want to file (Petition, Complaint, Motion, etc.)
- ☐ **A copy** of all of the court forms you want to file.
- ☐ Photo I.D., like a driver's license or passport.
- ☐ Proof that you get public assistance (like your MFIP card, cancelled check from the government agency or other proof), **OR**
Proof of your financial need, like your paycheck, tax return, or other proof.

2. Wait for the judge's decision.

The clerk will tell you when the judge will decide on your Fee Waiver. If the judge does not approve your Fee Waiver, you will have to pay the court fees.

3. Keep copies of all your court papers.